



# NASA Portal



## Quality Checking (QC) and Librarian Role

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The screenshot shows the NASA website's homepage. At the top is the NASA logo and the text 'NATIONAL AERONAUTICS AND SPACE ADMINISTRATION'. Below this is a navigation bar with links: ABOUT NASA, NEWS & EVENTS, MULTIMEDIA, MISSIONS, POPULAR TOPICS, and MyNASA. A sidebar on the left contains links for Kids, Students, Educators, and Media & Press. The main content area features a large image of a shuttle launch, a search bar with the text 'IF IT'S NOT SAFE, SAY SO!', and a grid of news articles. The articles are categorized under 'LIFE ON EARTH', 'HUMANS IN SPACE', and 'EXPLORING THE UNIVERSE'. Below the grid are sections for 'NEWS AND EVENTS FEATURES' and 'FEATURED NASA SITES'. The 'NEWS AND EVENTS FEATURES' section includes articles about Chang-Diaz's award, the Hubble Space Telescope's 25th anniversary, and the Space Shuttle's 25th anniversary. The 'FEATURED NASA SITES' section includes links to NASA TV, the Hubble Space Telescope, and the Space Shuttle. The 'MULTIMEDIA FEATURES' section includes links to NASA TV, the Hubble Space Telescope, and the Space Shuttle. The 'MyNASA' section includes a login form and a link to the NASA TV schedule. At the bottom, there is a 'MORE NASA SITES' section with links to various NASA resources and a 'FIRST GOV' logo.



# Overview

- Purpose
- Team Members
- Process
- Let's Do a Few
- Communication
- Next Steps...
- Acknowledgement
- Suggestions / Questions?



# Purpose

Portal content is quality checked to ensure that:

- Published content is free of grammar and spelling errors.
- All images have valid ALT tags for mandatory 508 compliance.

Portal content is metagged to:

- Enable effective search.
- Populate *Popular Topics* and *MyNASA*.
- Ensure long-term management of NASA knowledge resources.



# Team Members

## **Missions Workflow**

- Lynda Warnock (KSC)
- Jeanne Ryba (KSC)

## **Vision / Humans in Space Workflow**

- Kim Dismukes (JSC)
- Ida Dravian (JSC)

## **All other Publish Workflows (including Education\*)**

- Laura Vicik (LaRC)
- Laretta Payne (LaRC)
- Kirk Munsell (JPL)
- Ellie Trevarthen (back-up)

## **\*Education Team metatags Education content**

- Each content creator tags his/her own content.
- Flint Wild checks metatags.



# Process

- Automated workflow e-mail notification
- Consider publishing sequence
  - ↳ Detail Pages
  - ↳ Index Pages
  - ↳ Archive Pages (will be automated)
- Normal path vs. Emergency Path
- Preview (proofread)
- QC Actions
  - QC Approve (Regular Path)
  - QA & Metadata Accept (No Changes Needed) (Emergency Path)
  - QC Reject (use "Notes" field to explain why)
- Metatag Actions
  - Add Metatags
  - Add Metatags & Release from Workflow (dummy docs)





## Process (cont'd)

- QC/Librarian might approve content but use “Annotation” feature to communicate with content owner when
  - Content is OK to be published, but
  - There’s a question or suggestion about grammar or metadata.
- Content owner may
  - Edit content or Metadata and reapply Publish Workflow, or
  - Ignore suggestion(s).



# Let's Do a Few

Digital Asset Management - Microsoft Internet Explorer

**Workflow**

**Asset Name:** index  
**Category:** Root > NASARoot(Production) > Content > vision > earth > improvingflight  
**Type:** Document  
**Branch:** main

**Notes:**

QC Approve QC Reject

Regular Path

Digital Asset Management - Microsoft Internet Explorer

**Workflow**

**Asset Name:** john\_mengel\_pioneer  
**Category:** Root > NASARoot(Production) > Content > vision > earth > improvingflight  
**Type:** Document  
**Branch:** main

**Notes:**

QC Approve QC Reject QA and Metadata Accept- No Changes

Emergency Path



# Communication

- Use Workflow “Notes”—QC Team can’t tell what’s changed 😞
- Tag-up telecons
- Updated documentation
  - (More) “Tips for Content Creators”
  - Format & Editorial Standards
  - Metadata Guidelines
- Training





# Next Steps...

Schedule Tag-ups

Schedule ViTS Training

- ITAR Overview (John Hall)
- Metatagging
  - Dublin Core (Joanne Rucker)
  - NASA Thesaurus & Machine-Aided Indexing (Bill von Offenheim)
  - Education Metatags (Education Team)
  - NASA Taxonomy (Jayne Dutra)

Update Metadata Guidelines



# Acknowledgement

The QC team appreciates the high quality of content they receive in the Publish Workflows and the cooperation they've enjoyed from the content publishers.



# Suggestions / Questions ?